

## **COMMITTEE ON HUMAN RESOURCES/INSURANCE**

**May 3, 2005**

**5:30 PM**

Chairman Shea called the meeting to order.

The Clerk called the roll.

Present: Aldermen Shea, Sysyn, DeVries, Garrity, Forest

Messrs.: V. Lamberton, F. Rusczek

Chairman Shea addressed Item 3 of the agenda:

Communication from Virginia Lamberton, Human Resources Director, on behalf of Kevin Dillon, Airport Director, recommending the establishment of an Administrative Assistant II position to be funded by Enterprise Funds.

On motion of Alderman Garrity, duly seconded by Alderman DeVries it was voted to approve the request to establish an Administrative Assistant II position at the Airport.

Chairman Shea addressed Item 4 of the agenda:

Communication from Virginia Lamberton, Human Resources Director, on behalf of Kevin Clougherty, Finance Officer, recommending the reclassification of an Internal Auditor position, salary grade 17 to an Accountant II classification, salary grade 17.

On motion of Alderman Forest, duly seconded by Alderman Sysyn, it was voted to approve the request to reclassify an Internal Auditor position to an Accountant II position in the Finance Department.

Chairman Shea addressed Item 5 of the agenda:

Communication from Virginia Lamberton, Human Resources Director, on behalf of Fred Rusczek, Public Health Director, recommending the establishment of a class specification to be called Public Health Dental Assistant, salary grade 12.

Alderman DeVries stated my question and maybe the HR Director can interface for me with the Health Department but this is a position that is proposed to be funded through Medicaid money. My question would be if for some reason the Medicaid monies are not there to pay this position is he willing to absorb that in his budget?

Virginia Lamberton, HR Director, responded I cannot answer that but we can look back historically and see that when they had dental assistants in previous years and the funds dried up apparently the budget did not provide for the continuation of the part-time dental assistants back then. It would really be him proposing to you to absorb that position in a proposed budget.

Alderman DeVries asked can you repeat that.

Ms. Lamberton answered let's say the Medicaid money for whatever reason wouldn't provide the reimbursements any longer. Then it would be up to the Director to either let the person go or come back to the Board in the budget process and ask for funds to support the part-time position.

Chairman Shea stated I would accept a motion that those stipulations be included in that request.

Alderman DeVries replied I am comfortable moving on this without the stipulation. I was just hoping to have a discussion to find out the intent. Actually, I see the Health Director is coming in now.

Chairman Shea stated Mr. Rusczek we have a question for you that Alderman DeVries has raised. If you could identify yourself for the general public.

Fred Rusczek, Health Director, stated I am sorry I am late.

Alderman DeVries stated my question was if the Medicaid money should go away have you given any thought to how you might be handling this position. Will you be looking to absorb it into the position if you lose funds halfway through the year?

Mr. Rusczek responded this position is part of a community wide effort to improve access to dental treatment for a large number of our population in poverty and to do the sort of efficient work we need to do with dental sealants on children that we do in our dental van where it takes what is called four handed dentistry. There is Medicaid reimbursement. It doesn't look like it is going to go away. This position will, however, be set-up so it is a position that is linked to a CIP account so it will be a position that if the CIP money goes away I have two options. One is

to come back to you guys and say we need this position or to eliminate the position. We have a track record of not coming back to you guys. We do rely a lot upon outside money whenever we can rather than come to the City but I don't see the Medicaid money going away and again it is part of a broad community team. There are three sources of funds for it. To kick it off there is money from the Cogswell Benevolent Trust that went to the CMC Poisson Clinic that will start providing the revenue stream. There is money from an additional allotment in a state contract. I don't know what the state money is going to be a year from now because that is relying upon federal money. Then there is the Medicaid reimbursement. So it has three pillars right now and I don't see it going away any time soon.

Alderman DeVries moved to approve the request to establish a Public Health Dental Assistant position, salary grade 12, in the Health Department. Alderman 4 duly seconded the motion. Chairman Shea called for a vote. There being none opposed, the motion carried.

Chairman Shea addressed Item 6 of the agenda:

Communication from Virginia Lamberton, Human Resources Director, on behalf of Chuck DePrima, Deputy Parks Director, recommending that the Planner I class specifications be approved with minor changes.

Alderman Forest asked is this Planner I just to replace the position that Chuck had or is this creating another position.

Ms. Lamberton responded no it is not creating a new position. It is just changing some language in the current specs to make sure whoever they do hire understands what the duties and responsibilities are.

On motion of Alderman Forest, duly seconded by Alderman DeVries it was voted to approve the request for minor changes in the Planner I class specifications in the Parks Department.

Chairman Shea addressed Item 7 of the agenda:

Communication from Virginia Lamberton, Human Resources Director, on behalf of Police Chief Jaskolka, recommending changes in the class specification for Animal Control Officer I and II.

Alderman Forest moved to approve the request for changes in the class specifications for Animal Control Officer I and II. Alderman Sysyn duly seconded the motion.

Alderman Garrity asked how come there is no fiscal impact going from an Animal Control Officer I to a II.

Ms. Lamberton answered no it isn't really. We have two classifications. One is an Animal Control Officer I and one is an Animal Control Officer II.

Alderman Garrity asked is it two different grade levels.

Ms. Lamberton answered yes. We are not trying to upgrade or downgrade anything. It is the same thing as we just did. We are saying that the current class specifications are not up-to-date. For example, the simplest thing for me to recall is that they are not doing the shelter anymore so we are removing that language from the class specifications.

Alderman Garrity asked who does the shelter now. Is it volunteers?

Ms. Lamberton answered it is a non-profit I believe. We have also added in other duties that they are required to do like go to court and something like that so it balances out but it doesn't change the numbers or the grades or anything, just the duties, which is good. They should be doing that – updating the specs.

Alderman DeVries asked, Ginny, do you recall in discussion with the Chief if he had any concerns about a loss of oversight with the non-profit running the animal shelter.

Ms. Lamberton answered neither I nor Christine Martinsen had any discussions about that. Our discussions were focused on the class specifications.

Alderman DeVries stated I will follow-up because this is headed to the full Board so I will get that answer.

Chairman Shea called for a vote on the motion. There being none opposed, the motion carried.

### **TABLED ITEMS**

8. Communication from Joan Porter, Tax Collector, relative to part-time employees.  
*(Originally tabled 12/07/2004. Retabled 01/04/2005 pending a report on the fiscal impact from Human Resources.)*

This item remained on the table.

9. Communication from Virginia Lamberton, Human Resources Director, on behalf of the Planning Director recommending that an Administrative Assistant position, salary grade 13, be reclassified to a Planning Technician, salary grade 14.

On motion of Alderman Forest, duly seconded by Alderman Sysyn it was voted to remove this item from the table.

Chairman Shea stated this was originally tabled 1/4/2005 pending further information from the Planning Director. I am not sure if the Planning Director has forwarded anything.

Alderman Forest stated I don't believe he has but I would like to ask Ginny to just follow-up on this. It has been on the table since January. This employee is waiting and I don't think it is fair to her to be dragging it out like this.

Ms. Lamberton stated I did e-mail Bob MacKenzie this morning and asked him if there was anything I could do or any information he had because I believe Alderman DeVries had asked him for some more specific information. He said unfortunately he still hadn't been able to get that information together. It is not information that I can get for him. If it was, I would be happy to do that. I just get concerned about this employee who is performing at a different level not getting compensated properly. That is a concern.

Alderman DeVries stated part of my concern when I did have discussions with the Planning Director was this is a great increase for this individual and in a year when we have cut all departments effectively 3.5% when you look at the COLA's not being funded, I was reluctant to move this along until we knew whether he was operating within the budget that he had for this year. I would be willing to pass on this tonight if we put an effective date of July 1 with assurances that it is funded in his next budget.

Alderman DeVries moved to approve the reclassification of an Administrative Assistant, salary grade 13 to a Planning Technician, salary grade 14 in the Planning Department effective July 1, 2005. Alderman Forest duly seconded the motion.

Alderman Garrity asked what is the fiscal impact, Ginny.

Ms. Lamberton answered to be honest with you I am not going to have the individual's salary but what we can do is look at mid-range of a grade 13 and 14. Is that okay?

Alderman Garrity responded yes.

Ms. Lamberton stated let's just take step 5. That would be \$30,531 for a grade 13 so it would be about \$1,100.

Chairman Shea called for a vote. The motion carried with Alderman Garrity being duly recorded in opposition.

Ms. Lamberton stated I would like to give the Committee some information about some things that I am going to be bringing forward in the next couple of months. When our employees get injured on the job and they file for worker's compensation, pending approval of their compensation claim, their worker's compensation claim, they use sick leave. Then their worker's compensation claim, if they are out more than seven days or something the claim goes back to Day 1. It could take two or three months or under an appeal it could take a year or so for that employee to actually get their worker's compensation award. So now what happens is that they get their worker's compensation and the City then sends them a bill for the sick leave that they were paid pending their worker's compensation claim. If the employee doesn't pay it and partially they don't pay it sometimes because it doesn't make any sense, we take them to court. I just find that to be not a really good way to do business. Where I worked before what we used to do was the employee could use their sick leave pending the compensation claim and then the compensation claim gets approved and what we would do is say you have cashed in your sick leave if you want to...in other words that sick leave is gone and we don't owe you anything and you don't owe us anything. We will adjust your taxes so that you don't get taxed on 60% of your claim. I just would like you to think about that. I don't have it precisely in order at this point but I get upset...we just recently in the last six months had an employee who had a worker's compensation claim that was an aggravation of an injury of an injury and this gentleman...who is a great employee got his sick leave but they are charging him sick leave from 1997 or something. So he owes the City \$30,000. It is crazy that somebody would have to reimburse us when in fact he took the sick leave it was at today's rate and that is how he got paid. If you have any ideas, I really think it is important for us to do something about that. I just don't think it is a good way to do business with your employees because they are not getting hurt on purpose. It is an accident and we should treat it accordingly.

Alderman DeVries stated there is another piece to that that has always annoyed me and that is that some of our responsible employees do decide to reimburse the City and others don't and they end up being written off. To me that seems unfair. We should have it either one way or the other.

Ms. Lamberton replied if that is true, that is very unfair. I hope it isn't.

Alderman DeVries stated I would entertain asking our HR Director to work on a policy or procedure for us so that we can continue the conversation with something in front of us.

Ms. Lamberton responded stuff like that ends up getting in contracts and whatnot so I shared the thoughts of the proposed language with David Hodgen and I also shared it with the City Solicitor's Office because I just want people to start thinking about it. I am sure it is not joyful for them to go to court either and sue our employees because they didn't get hurt on purpose. I just want you to know that I will be coming in in the next month or so saying please let's see what we can do to make this all better.

There being no further business, on motion of Alderman DeVries, duly seconded by Alderman Forest it was voted to adjourn.

A True Record. Attest.

Clerk of Committee